



# NAFI Quick Guide Notification



Prepared by NAVFAC  
HQ  
May 09, 2001



NAVY AIR FORCE INTERFACE(NAFI) - Microsoft Internet Explorer

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Address <https://www.nafi.navy.mil/> Go

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NAFI resides on a Department of the Navy computer system.  
NAFI is compatible with IE 4.0 - 5.05 and Netscape 4.7x  
Click here to Connect to the [TRAINING SITE](#)

**nafi**  
Navy - Air Force

1. Go to <https://www.nafi.navy.mil/>, type in your NAFI User Name and Password, select the Navy Domain, and click the 'Login' button.

| Welcome to NAFI Version 4.0          |                              |
|--------------------------------------|------------------------------|
| UserName                             | <input type="text"/>         |
| Password                             | <input type="password"/>     |
| <input checked="" type="radio"/>     | Navy Domain                  |
| <input type="radio"/>                | Air Force Domain             |
| <input type="checkbox"/>             | Change Password after Signon |
| <input type="button" value="Login"/> |                              |

Need Assistance? Contact Support at (703) 601-0247 or (703) 601-0239 or email NAFI Support at [eda.support@peoarbs.navy.mil](mailto:eda.support@peoarbs.navy.mil).

Done Internet

Erin Lambert is logged on to NAFI ---- ( Account Manager ) ---- Current Domain ( Navy ) - Microsoft Internet Explorer

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## NAFI Message Board


Welcome, *Erin Lambert (lamberte)*  
You are registered under: *N00025*  
Your password will expire in 28 day(s). Click [here](#) to update it.  
Goto [Retrieve Contract](#) page.

NAFI SysAdmin Messages

| Date Posted          | Message   |
|----------------------|---|
| 3/30/2001 9:22:00 AM | Please see the NAFI Communication posted under User Communication. In it you will find information regarding the View Files and Duplicate Files Issues, as well as other updates and "Lessons Learned." |

2. Select 'Retrieve Contract'.

Done Internet

  
Navy Air Force Interface

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Navy Air Force Interface

Create a New  
Retrieve Contract

Help Logout  
New Contract

Welcome back Erin Lambert. Need to [Modify your Profile?](#)

Your Recent Contracts are Listed Below

[N4740899A3002](#) [N4740800F4439](#) [N6247499G6012](#) [N6247499D4004](#)  
[N6247499C6029](#) [N6247489D9295](#) [N6247099D4283](#)

Contract or Document Search

*Fields with (\*) will be ignored in Contract Search.*

☒ Contracts (Basic) ☐ Documents (Mods)

| Contract Number                       | Company Name         | Cage Code                             | Duns                    |
|---------------------------------------|----------------------|---------------------------------------|-------------------------|
| <input type="text"/>                  | <input type="text"/> | <input type="text"/>                  | <input type="text"/>    |
| BOA/DO*                               | ACO Mod*             | PCO Mod*                              | Description             |
| <input type="text"/>                  | <input type="text"/> | <input type="text"/>                  | <input type="text"/>    |
| Issue DoDAAC                          | Admin DoDAAC         | Payment DoDAAC                        |                         |
| <input type="text"/>                  | <input type="text"/> | <input type="text"/>                  |                         |
| Issue Date                            |                      | Award Amount                          |                         |
| (From) (mm/dd/yyyy) (To) (mm/dd/yyyy) |                      | (From) (exclude \$) (To) (exclude \$) |                         |
| <input type="text"/>                  | <input type="text"/> | \$ <input type="text"/>               | \$ <input type="text"/> |

3a. To search for a contract, select the Contracts (Basic) radio button, enter the search information into the criteria fields, and click 'Search' button (hint: the ' % ' character can be used as a wild card).

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Create a New Account  
**Retrieve**  
Welcome back  
Your Recent Contracts are Listed Below  
Contract or Document Search

part Help Logout  
New Contract

3b. To search for a specific document (modification, DO, etc.), select the Documents (Mods) radio button, enter the search information into the criteria fields, and click 'Search' button (hint: the ' % ' character can be used as a wild card).

[N6247096D4829](#) [N62470964837\(inactivated\)](#) [N6247798D3067](#) [99D3016000301\(inactivated\)](#)  
[N6274299D2145](#) [N6247295C7023](#) [N6247098D5324](#) [N6338795D0128](#)  
[N6247096D4837](#) [N6247098D4283](#)

Fields with (\*) will be ignored in Contract Search

☐ Contracts [Basic] ☒ Documents [Mods]

|                                       |                      |                      |                      |
|---------------------------------------|----------------------|----------------------|----------------------|
| Contract Number                       | Company Name         | Cage Code            | Duns                 |
| <input type="text"/>                  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| BOA/DO*                               | ACO Mod*             | PCO Mod*             | Description          |
| <input type="text"/>                  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Issue DoDAAC                          | Admin DoDAAC         | Payment DoDAAC       |                      |
| <input type="text"/>                  | <input type="text"/> | <input type="text"/> |                      |
| Issue Date                            | Award Amount         |                      |                      |
| (From) (mm/dd/yyyy) (To) (mm/dd/yyyy) | (From) (exclude \$)  | (To) (exclude \$)    |                      |
| <input type="text"/>                  | <input type="text"/> | <input type="text"/> |                      |

When searching for a specific document, one of the three document fields should be filled in as well as the Contract Number field

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Create a New Contract or Search for Contracts/Documents. [Start](#) [Help](#) [Logout](#)

Retrieve Contract or Document [New Contract](#)

**Search Results:** 39 found  
 Search Criteria: Contracts where  
 • Contract Number starts with **N6247200D%**  
 • and ALL Contract Status

4. If you used a contract search, find the contract whose files you want to view and click on the contract number.

[\[1\]](#) [\[2\]](#)

Page: 1

| Contract Number               | Company Name                       | Issue Date |
|-------------------------------|------------------------------------|------------|
| <a href="#">N6247200D1400</a> | STAUNTON CHOW ENGINEERS            | 1/3/01     |
| <a href="#">N6247200D2230</a> | CODYS CARPET CLEANING              | 2/3/00     |
| <a href="#">N6247200D2426</a> | MM LAWN CARE INC                   | 3/28/00    |
| <a href="#">N6247200D2427</a> | N62472                             | 11/9/00    |
| <a href="#">N6247200D2429</a> | N62472                             | 10/2/00    |
| <a href="#">N6247200D2704</a> | STAUNTON CHOW ENGINEERS PC         | 2/14/00    |
| <a href="#">N6247200D2751</a> | BRIDGE DISPOSAL                    | 5/23/00    |
| <a href="#">N6247200D2753</a> | BRIDGE DISPOSAL                    | 8/30/00    |
| <a href="#">N6247200D3045</a> | AB DAUMAN INDUSTRIES               | 6/12/00    |
| <a href="#">N6247200D3252</a> | TOM VAZQUEZ JANITORIAL SERVICE INC | 6/30/00    |
| <a href="#">N6247200D3258</a> | EARLE ASPHALT COMPANY              | 11/27/00   |
| <a href="#">N6247200D4102</a> | CUMBERLAND WASTE SERVICES INC      | 2/14/00    |
| <a href="#">N6247200D4104</a> | ROGELE INC                         | 7/18/00    |
| <a href="#">N6247200D4105</a> | AS RA TECHNOLOGIES                 | 6/21/00    |
| <a href="#">N6247200D4107</a> | TEAM CLEAN INC                     | 1/7/00     |
| <a href="#">N6247200D4111</a> | ROGELE INC                         | 7/19/00    |

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Display List of Documents for a Contract. [Start](#) [Help](#) [Logout](#)

**Maintain Contact:** [N6247200D2230](#)

**Award Date:** 2/3/00  
**Award Amount:** 2484  
**Awarded To:** CODYS CARPET CLEANING  
**Description:** CARPET CLEANING SERVICES AT NSA PHILADELPHIA PA

Select Sort Criteria

Primary Secondary  
 Document Index Document Index SELECT  
☒ Ascending ☐ Descending

5. To view a listing of document files, find the appropriate document and click on its View Files link.

Select Document Filter Criteria

ACO PCO DO  
 All ACO All PCO All DO SELECT

Add New Document Upload Files

*Click the checkbox to add files to one or more documents.*

*Present listing below is not filtered.*


| Status | Document Index                                 | File List                      | Issue Date | Issue DoDAAC |
|--------|--|--------------------------------|------------|--------------|
| Active | <input type="checkbox"/> <a href="#">BASIC</a> | <a href="#">View Files [1]</a> | 2/3/00     | N62472       |
| Active | <input type="checkbox"/> <a href="#">0001</a>  | <a href="#">View Files [1]</a> | 3/6/00     | N62472       |
| Active | <input type="checkbox"/> <a href="#">0002</a>  | <a href="#">View Files [2]</a> | 3/6/00     | N62472       |
| Active | <input type="checkbox"/> <a href="#">0003</a>  | <a href="#">View Files [1]</a> | 1/1/1900   | N62472       |

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Display List of Files for a Document. [Start](#) [Help](#) [Logout](#)

View Files For : N6247499D4004 : BASIC

Award Date: 9/18/00  
Award Amount: 754681  
Description: CHEMICAL ANALYSES AT THE NAS LEMOORE CA

Upload Files

Send Notification

View Notification Log

Select Sort Criteria

Primary

Secondary

File Description

File Description

SELECT

☒ Ascending

☐ Descending

Please Wait for a Moment to View Files after Upload.

| Status | View File Index           | View File                           | Date Posted         | File Size(bytes) |
|--------|---------------------------|-------------------------------------|---------------------|------------------|
| Active | <a href="#">Edit File</a> | <a href="#">- CHEMICAL ANALYSES</a> | 11/28/00 1:25:09 PM | 1395487          |

6. Click the 'Send Notification' button.

Done Internet



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Send Notification for selected

Notification For: N6247

Enter Search  
To use the Master Contract  
To modify Recipients for this notification, select Name(s) to Remove from Recipient List or Add members from NAFI Address Book/Personal Address Book/(V)-Vendor (O)-Other Non-NAFI members.

| Command      | Site      | Office Code | User Last Name |        |
|--------------|-----------|-------------|----------------|--------|
| All Commands | All Sites |             |                | Search |

Add User >>

Remove User <<

Recipient List

Add Members

View Members

Personal Address Book

\*Test List

Add Members <<<

View Members

| Last Name | First Name | Email Address | Vendor?                  |
|-----------|------------|---------------|--------------------------|
|           |            |               | <input type="checkbox"/> |

Comment - Non-Vendor

Comment - V

Add Recip

7. To add members to the Recipient List from your Personal Address Book , select by highlighting in the Personal Address Book the name of the listing you wish to select and and click 'Add Members'.

To view a list of the members in the selected listing, highlight the name of the listing and click 'View Members'.

Done Internet

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Send Notification for selected

Notification For: N

8. To add a single existing NAFI user to the Recipient List, enter the User Last Name and click 'Search'. (you can narrow your search by selecting a Command, Site and/or Office Code)

*Enter Search Criteria and Click Search to populate NAFI Address Book.**To use the Master Contract Distribution List, you may add your Comment and click Send Notification.**To modify Recipients for this notification, select Name(s) to Remove from Recipient List or Add members from NAFI Address Book/Personal Address Book/(V)-Vendor/(O)-Other Non-NAFI members.*

| Command | Site   | Office Code | User Last Name |                                       |
|---------|--------|-------------|----------------|---------------------------------------|
| NAVFAC  | N00025 |             | O'Rourke       | <input type="button" value="Search"/> |

Add User

&gt;&gt;

Remove User

&lt;&lt;

**Recipient List**

Lambert, Erin  
(O) Non Vendor, User  
(V) Vendor, User

Add Members

&lt;&lt;&lt;

**Personal Address Book**

\*Test List

| Last Name                                    | First Name           | Email Address        | Vendor?                  |
|--|----------------------|----------------------|--------------------------|
| <input type="text"/>                         | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <b>Comment - Non-Vendor</b>                  |                      |                      |                          |
| <input type="text"/>                         |                      |                      |                          |
| <b>Comment - Vendor</b>                      |                      |                      |                          |
| <input type="text"/>                         |                      |                      |                          |
| <input type="button" value="Add Recipient"/> |                      |                      |                          |



## Message Board

### *Navy Air Force Interface*

[Logout](#)

9. Highlight the user you want to add to the Recipient List and click Add to Recipient List or Add members from NAFI Address Book.

9. Highlight the user you want to add to the Recipient List and click 'Add User'.

**click 'Add User'.**

**Command**      **Site**

NAVFAC      N00025      O'rourke      **Search**

| Name              | Command | Site   | Office |
|-------------------|---------|--------|--------|
| O'rourke, Deborah | NAVFAC  | N00025 |        |

**Add User**      **Remove User**

**Recipient List**

Lambert, Erin  
(O) Non Vendor, User  
(V) Vendor, User

**View Members**      **View Members**

|  |                      |                      |                          |
|--|----------------------|----------------------|--------------------------|
| <b>Last Name</b>                             | <b>First Name</b>    | <b>Email Address</b> | <b>Vendor?</b>           |
| <input type="text"/>                         | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <b>Comment - Non-Vendor</b>                  |                      |                      |                          |
| <input type="text"/>                         |                      |                      |                          |
| <b>Comment - Vendor</b>                      |                      |                      |                          |
| <input type="text"/>                         |                      |                      |                          |
| <input type="button" value="Add Recipient"/> |                      |                      |                          |

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Send Notification for selected document. [Start](#) [Help](#) [Logout](#)

Notification For: N6247499D4004 : BASIC

*Enter Search Criteria and Click Search to populate NAFI Address Book.  
To use the Master Contract Distribution List, you may add your Comment and click Send Notification.  
To modify Recipients for this notification, select Name(s) to Remove from Recipient List or Add members from  
NAFI Address Book/Personal Address Book/(V)-Vendor (O)-Other Non-NAFI members.*

| Command | Site   | Office Code | User Last Name |                                       |
|---------|--------|-------------|----------------|---------------------------------------|
| NAVFAC  | N00025 |             | O'Rourke       | <input type="button" value="Search"/> |

Add User >>

Remove User

**Recipient List**

|                      |
|----------------------|
| Lambert, Erin        |
| (O) Non Vendor, User |
| O'rourke, Deborah    |
| (V) Vendor, User     |

Add Members

**Personal Address Book**

|            |
|------------|
| *Test List |
|------------|

| Last Name                              | First Name           | Email Address        | Vendor?                  |
|--|----------------------|----------------------|--------------------------|
| <input type="text"/>                   | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| Comment - Non-Vendor                   |                      |                      |                          |
| <input type="text"/>                   |                      |                      |                          |
| Comment -                              |                      |                      |                          |
| <input type="text"/>                   |                      |                      |                          |
| <input type="button" value="Add Rec"/> |                      |                      |                          |

10. To remove any users from the Recipient List, highlight the user you want removed and click 'Remove User'.

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Notification For: N6247499D4004 : BASIC

*Enter Search Criteria and Click Search to populate NAFI Address Book.*

*To use the Mas...  
To modify Recipien...  
NAFI A...*

*Send Notification.  
or Add members from  
I members.*

Command

Add User

Remove User

**NAFI Address Book**

**\*Test List**

**View Members**

**Last Name**  **First Name**  **Email Address**  **Vendor?** ☐

**Comment - Non-Vendor**

**Comment - Vendor**

**Add Recipient**

**11. To add a non-NAFI user to the Recipient List, fill in the user's last name, first name and email address. Put a check in the Vendor box, if the entry is for a vendor, otherwise, leave the check box blank.**

**12. When all of the fields are filled in, select 'Add Recipient'. \*\* The 'Add Recipient' Function is for Non-NAFI users only and all fields must be completely filled in.**

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## Notification For: N6247499D4004 : BASIC

*Enter Search Criteria and Click Search to populate NAFI Address Book.*  
*To use the Master Contract Distribution List, you may add your Comment and click Send Notification.*  
*To modify Recipients for this notification, select Name(s) to Remove from Recipient List or Add members from NAFI Address Book/Personal Address Book/(V)-Vendor (O)-Other Non-NAFI members.*

| Command | Site   | Office Code | User Last Name |                                       |
|---------|--------|-------------|----------------|---------------------------------------|
| NAVFAC  | N00025 |             | O'Rourke       | <input type="button" value="Search"/> |

>>

<<

| Recipient List   |
|--|
| Lambert, Erin<br>O'rourke, Deborah<br>(O) User, Test<br>(V) Vendor, User |

<<<

| Personal Address Book |
|-----------------------|
| *Test List            |

View Members

☐

13. When your Recipient List is complete, click 'Send Notification'.

# Sending Notification Summary

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1. Go to <https://www.nafi.navy.mil>, type in your NAFI User Name and Password, select the Navy Domain, and click the 'Login' button.
2. Select 'Retrieve Contract'.
- 3a. To search for a contract, select the Contracts (Basic) radio button, enter the search information into the criteria fields, and click 'Search' button (hint: the ' % ' character can be used as a wild card).
- 3b. To search for a specific document (modification, DO, etc.), select the Documents (Mods) radio button, enter the search information into the criteria fields, and click 'Search' button (hint: the ' % ' character can be used as a wild card). When searching for a specific document, one of the three document fields should be filled in.
4. If you used a contract search, find the contract whose files you want to view and click on the contract number.

# Sending Notification Summary

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7. To add members to the Recipient List from your Personal Address Book , select by highlighting in the Personal Address Book the name of the listing you wish to select and click 'Add Members'. (To view a list of the members in the selected listing, double click on the name of the listing).
8. To add a single existing NAFI user to the Recipient List, enter the User Last Name and click 'Search'. (you can narrow your search by selecting a Command, Site and/or Office Code).
9. Highlight the user you want to add to the Recipient List and click 'Add User'.
10. To remove any users from the Recipient List, highlight the user you want removed and click 'Remove User'
11. To add a non-NAFI user to the Recipient List, fill in the user's last name, first name and email address. Put a check in the Vendor box, if the entry is for a vendor, otherwise, leave the checkbox blank.
12. When all of the fields are filled in, select 'Add Recipient'
13. When your Recipient List is complete, click 'Send Notification'.